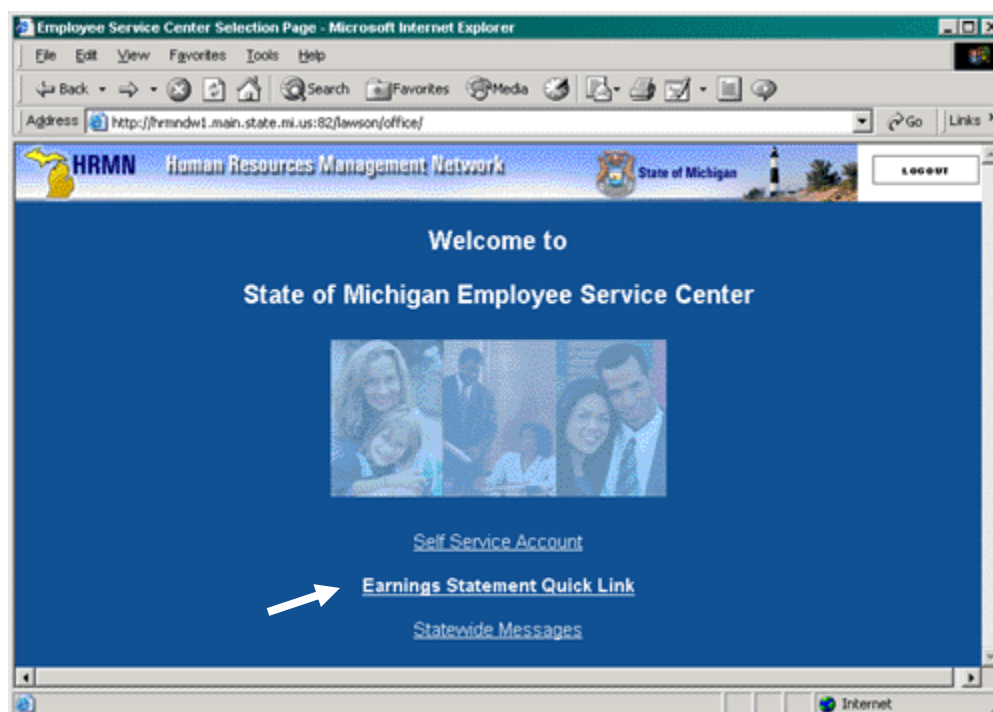


Managing Your Electronic Earnings Statements Job Aid




By logging in to Self Service, you have electronic access to your earnings statements. These can be accessed at any time from anywhere Internet access is available. Simple instructions on managing your earnings statements are provided in this job aid.

Viewing Earnings Statements Electronically

1. Go to www.michigan.gov/selfserv and log into Self Service.
2. From the main menu, click the Earnings Statement Quick Link.



3. Your screen will look similar to the one shown below. To open an earnings statement, click the purple diamond to the left of the statement you wish to view. Your most recent statement is at the top of the list.

All Payments for Employee's Name Dec 18, 2003 - Nov 20, 2003				
Details	Payment Date	Period End Date	Gross Pay	Net Pay
	12/18/03	12/06/03	1,118.29	847.98
	12/04/03	11/22/03	1,118.29	847.97
	11/20/03	11/08/03	1,118.29	847.98

4. Your earnings statement will appear in a new pop-up screen similar to the one shown below.

Employee Name	Employee #	Process Level	Period End	Payment Date
Doe, John A.	h0123456	1999	12/06/03	12/18/03

Earnings			
Description	Hours	Current	Year to Date
BASE PAY RATE		14.71	
ADJUST GROSS WAGES - NEGATIVE	-4.00	-58.84	-117.68
BANKED LEAVE TIME EARNED	4.00		
1ST SHIFT STRAIGHT TIME	80.00	1,176.80	16,729.92
GROUP TERM LIFE		0.33	4.40
Total Gross		1,118.29	16,520.38
Taxable Earnings		1,117.46	16,499.27
Total Deductions		269.98	
Total Net		847.98	12,537.99

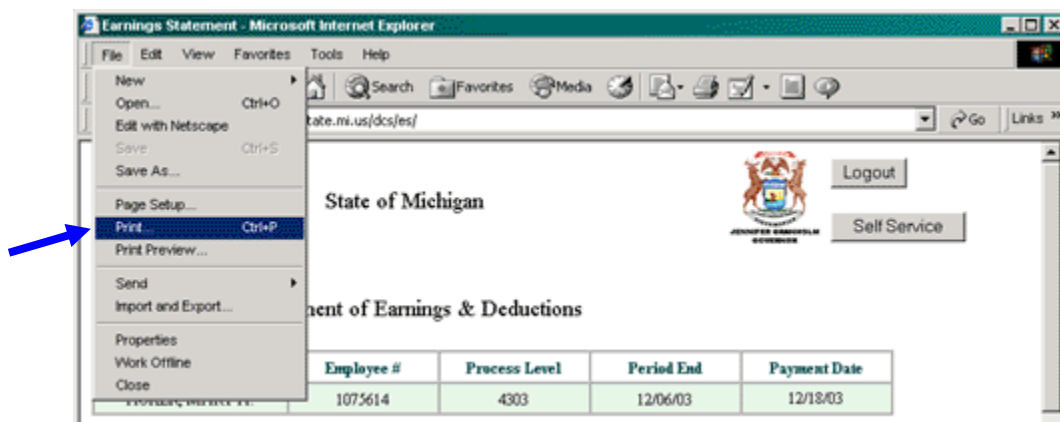
Employee Taxes	
	Add Amount

NOTE: When you are done viewing your information, you can access your other Self Service information by clicking the Self Service button in the upper right-hand corner of your screen. To log out, click the Logout button. Make sure to log out completely and close ALL browser windows.

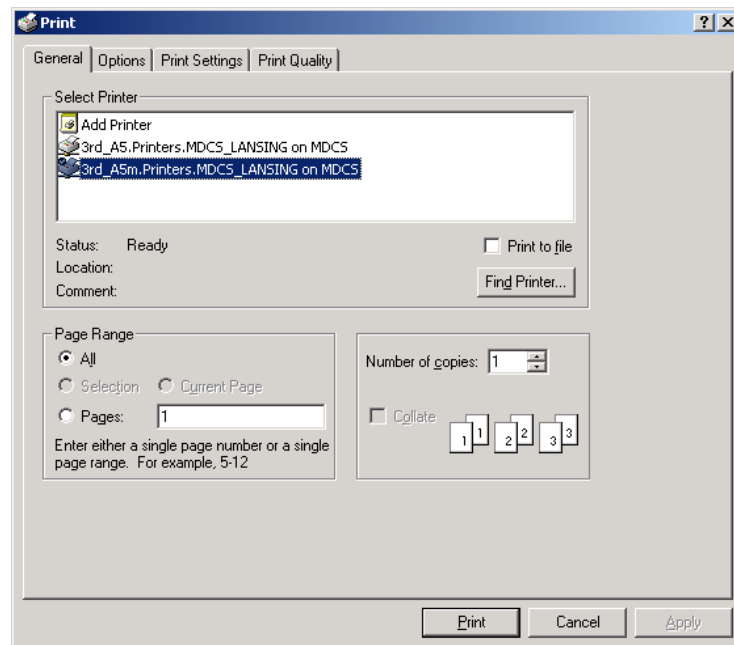
Printing Earnings Statements from Self Service

If you need to print your earnings statement, please be advised that depending on your number of deductions, the font size selected for your browser, as well as your computer and printer settings, will all affect the number of pages that may print.

1. To print your earnings statement, click File then Print from the drop-down menu. Or right-click on the earnings statement and select Print from the menu that appears.



2. The Print pop-up screen appears. Select your printer and click Print. If your printer has duplex capability, you may want to select this option to print front to back.

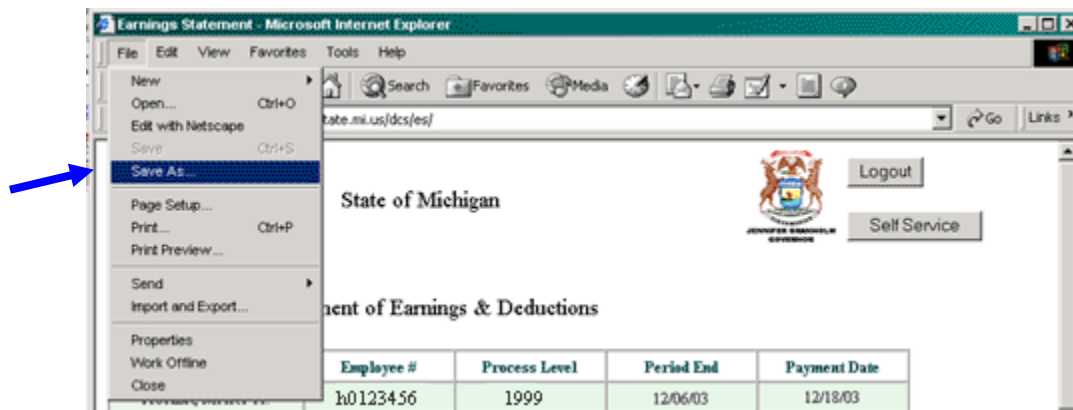


Note: The size of font on your printed statement is controlled by the font or text setting for your browser. To see and or change the font setting, from the grey toolbar of your pay earnings statement, click View then select Text Size from the drop-down menu.

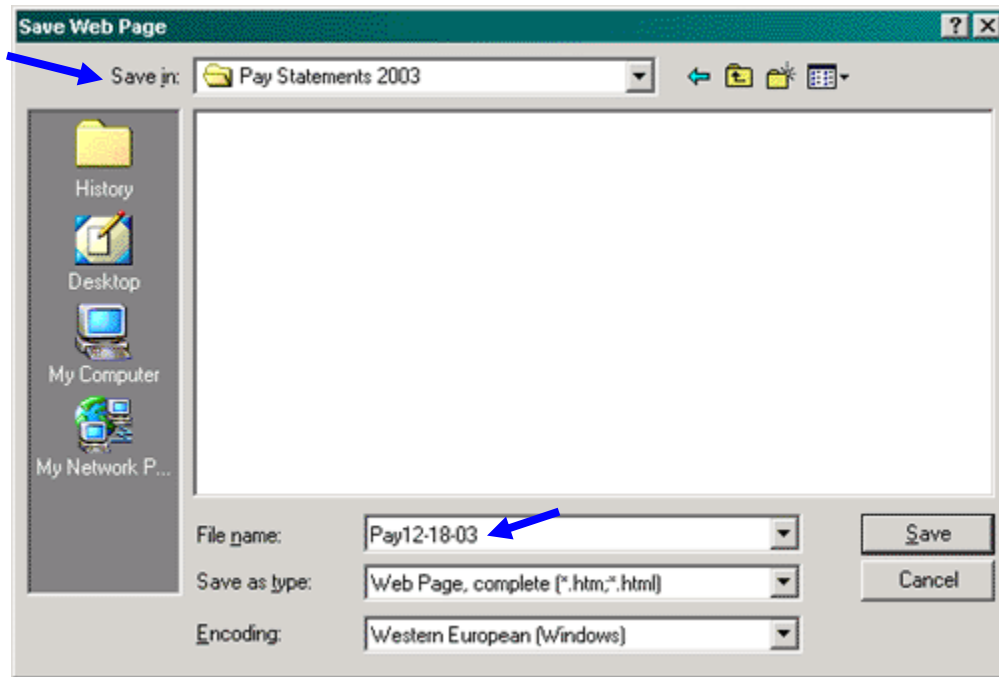
Saving Earnings Statements Electronically

Self Service will keep 40 earnings statements (starting from 12/18/2003) on file for your future reference. If you wish to keep a second electronic copy of your earnings statement on a diskette or on your personal computer, follow the directions below. You have the option to save it as it appears in your Self Service account, as a Word document, or as an Excel spreadsheet.

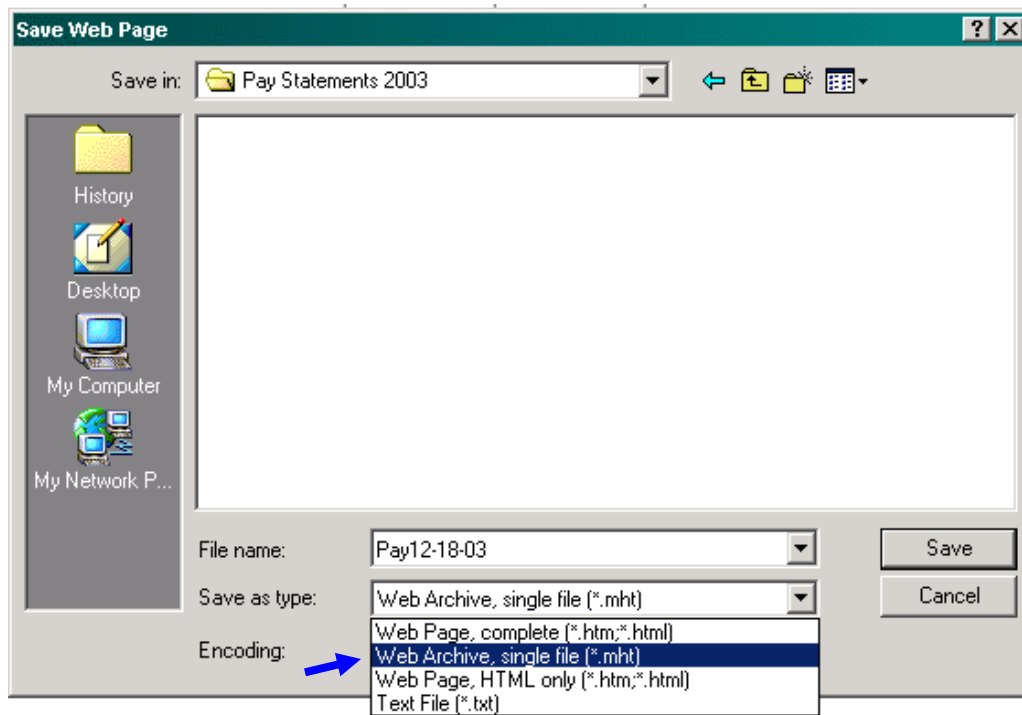
1. To save your earnings statement electronically as it appears in Self Service, click File, and then select Save As... from the drop down menu.



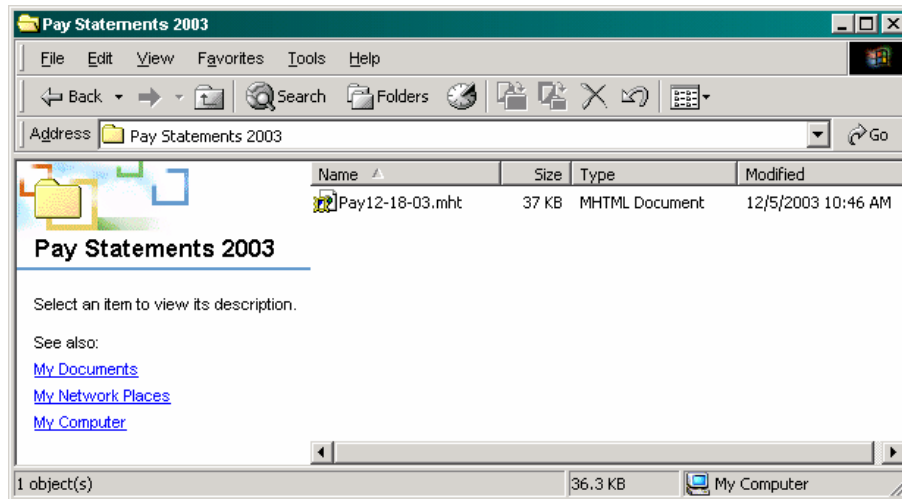
2. The Save Web Page pop-up screen will appear. Click the drop down menu next to Save in and choose the location where you would like to save your earnings statement on your personal computer or floppy disk. Then give it a file name.



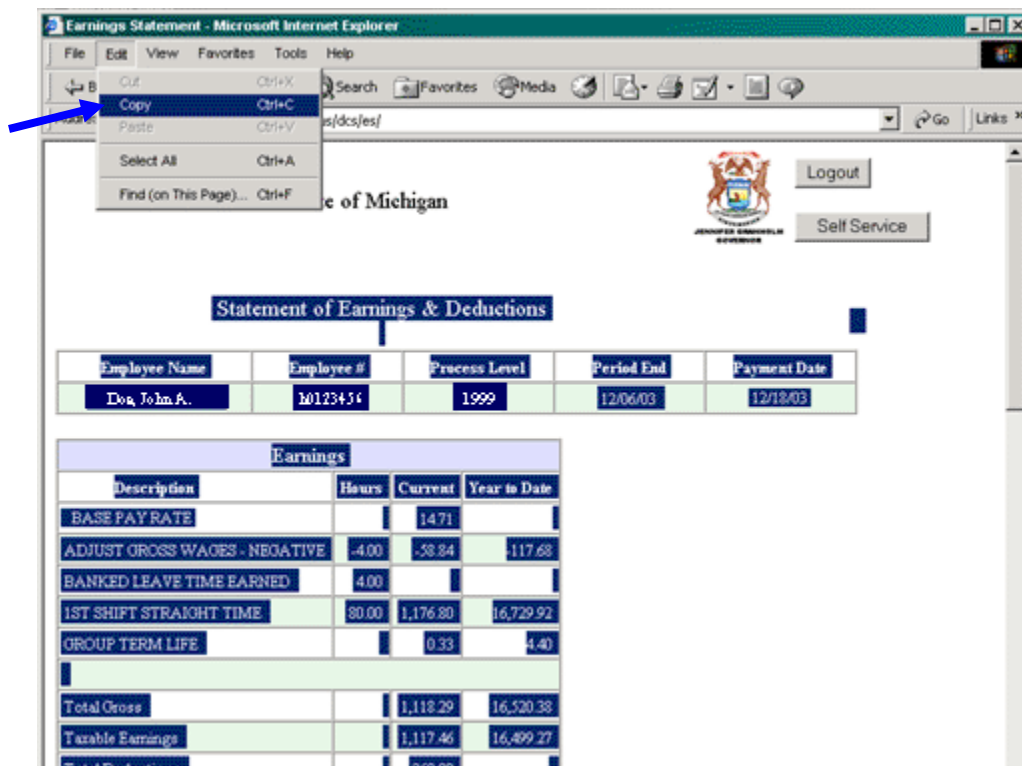
3. Next you must select the type of file you would like to save. From the Save as type drop-down menu, select Web Archive, single file (*.mht). Then click Save.



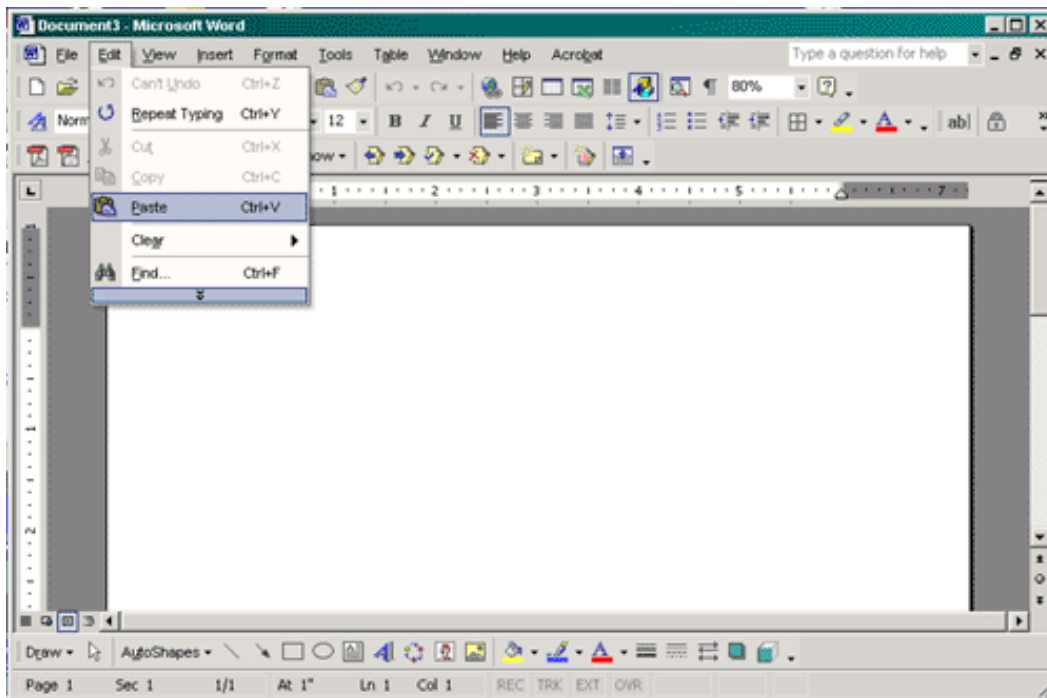
4. Below is an example of how the file icon might look in the file location you selected for both your personal computer or on a floppy disk. When you open the file, your earnings statement will appear exactly as it shows in Self Service.



5. To save your earnings statement as a Word document, click and highlight the text on your pay earnings statement starting from the header “Statement of Earnings & Deductions” to the end of the “Leave Balances” box. Do not include the [Back](#) link at the end of the page. Next, click Edit, then select Copy from the drop down menu.



6. Now open a blank Word document. From the Toolbar, click Edit, and then select Paste from the drop-down menu.



7. Your earnings statement will appear similar to the one shown below. To save, click File, and then select Save As... from the drop-down menu.

A screenshot of the Microsoft Word interface showing a document titled 'Document3 - Microsoft Word'. The document contains a table titled 'Statement of Earnings & Deductions'. The table has five columns: 'Employee Name', 'Employee #', 'Process Level', 'Period End', and 'Payment Date'. The first row of data shows 'Doa, John A.', 'M0123456', '1999', '12/06/03', and '12/18/03'. Below this is a section titled 'Earnings' with a sub-table. The sub-table has four columns: 'Description', 'Hours', 'Current', and 'Year to Date'. The rows of the sub-table are: 'BASE PAY RATE' (14.71), 'ADJUST GROSS WAGES - NEGATIVE' (-4.00, -38.84, -117.68), 'BANKED LEAVE TIME EARNED' (4.00), '1ST SHIFT STRAIGHT TIME' (80.00, 1,176.80, 16,729.92), and 'GROUP TERM LIFE' (0.33, 4.40).

Employee Name	Employee #	Process Level	Period End	Payment Date
Doa, John A.	M0123456	1999	12/06/03	12/18/03
Earnings				
Description	Hours	Current	Year to Date	
BASE PAY RATE	14.71			
ADJUST GROSS WAGES - NEGATIVE	-4.00	-38.84	-117.68	
BANKED LEAVE TIME EARNED	4.00			
1ST SHIFT STRAIGHT TIME	80.00	1,176.80	16,729.92	
GROUP TERM LIFE	0.33	4.40		

8. To save your earnings statement as an Excel spreadsheet, highlight and copy the text as described in Step 6 above. Next, open a blank Excel spreadsheet. From the Toolbar, click Edit, and then select Paste from the drop-down menu. Your earnings statement will appear similar to the example shown below.

Statement of Earnings & Deductions										
	A	B	C	D	E	F	G	H	I	J
1	Statement of Earnings & Deductions									
2										
3	Employee Name	Employee #	Process Level	Period End	Payment Date					
4	DOE, JOHN	123456	1999	12/20/03	12/30/03					
5										
6	Earnings									
7	Description	Hours	Current	Year to Date						
8	BASE PAY RATE		14.71							
	ADJUST GROSS WAGES - NEGATIV									

9. Both the Word and Excel formats can be manipulated to format font size, margins, column width, etc., as well as adjust the information to fit onto one page for printing.

IMPORTANT!! Remember to log out and close ALL browser windows when you are done working in Self Service. If you saved your information to a floppy disk, PLEASE REMOVE YOUR DISK BEFORE LEAVING THE COMPUTER!